

spring training

Basics of Management

Helena starts April 1
six-day series for non-managers \$430

Managing Conflict

Helena April 1
8:30 a.m. - 4:30 p.m. \$118

Generations at Work

Helena April 7
8:30 a.m. - noon \$90

Records and Information Management

Helena April 8
8:30 a.m. - noon \$70

All Kidding Aside: Preventing Harassment

Helena April 9
8:30 a.m. - noon \$90

Mentoring: The View from Both Sides

Helena April 9
8:30 a.m. - noon \$90

Meeting-ful Minutes

Great Falls April 14
8:30 a.m. - noon \$90

Principles of Upper Management

Helena starts April 16
six-day series for managers \$430

Retirement: Benefits Overview

Glendive April 21
8:30 a.m. - 4:30 p.m. \$99

Pre-Retirement Planning

Billings April 22 - 23
8:30 - 4:30 each day \$118 for PERS members

Basic Purchasing Methods & Issues

Helena April 22
8:30 a.m. - 4:30 p.m. \$35

Giving and Getting Job References

Helena April 23
8:30 a.m. - noon \$90

Delicate Balance: Privacy & Right to Know

Havre April 28
8:30 a.m. - 4:30 p.m. \$118

Managing Multiple Priorities

Havre April 29
8:30 a.m. - noon \$90

Coaching and Feedback

Helena April 29
8:30 a.m. - noon \$90

Advanced Purchasing Methods & Issues

Helena April 29
8:30 a.m. - 4:30 p.m. \$35

New Employee Orientation

Helena April 30
8:30 a.m. - 4:30 p.m. \$58

Supervising Performance Improvement

Helena April 30
8:30 a.m. - 4:30 p.m. \$118

See the Fall schedule
for our Management
Development Programs
on back of the poster

Basics of Management Helena
Principles of Upper Management Missoula
Essentials of Management

Building PowerPoint Presentations

Helena May 5
8:30 a.m. - noon \$90

Pre-Retirement Planning

Great Falls May 5 - 6
8:30 - 4:30 each day \$118 for PERS members

Initiating & Navigating the RFP Process

Helena May 6
8:30 a.m. - 4:30 p.m. \$35

Writing for the Web

Helena May 7
9 a.m. - noon \$70

Robert's Rules of Order

Helena May 7
1 p.m. - 4:40 p.m. \$90

Retirement: Benefits Overview

Havre May 7
8:30 a.m. - 4:30 p.m. \$99

Contemporary Writing Skills

Helena May 12 - 13
1 - 4:30 (12th), 8:30 - 12 (13th) \$118

Essentials of Management

Helena starts May 14
eight-day series for managers \$560

Media Relations

Helena May 19
8:30 a.m. - 4:30 p.m. \$118

Meeting-ful Minutes

Helena May 19
8:30 a.m. - noon \$90

Customer Service in the Public Sector

Helena May 20
8:30 a.m. - noon \$90

All Kidding Aside: Preventing Harassment

Helena May 21
8:30 a.m. - noon \$90

Basics of Management

Missoula starts May 27
six-day series for non-managers \$430

Managing Your Time

Helena May 28
8:30 a.m. - noon \$90

Communication: Effective Communication Skills

Helena May 28
8:30 a.m. - noon. ♦ \$90

Communication: On Being Assertive

Helena May 28
1 p.m. - 4:30 p.m. ♦ \$90

open courses

♦ Take
the entire
series on
Building
Communi-
cation Skills
for \$380
▶ save 33% ◀

Communication: Working with Difficult People

Helena June 2
8:30 a.m. - 4:30 p.m. ♦ \$118

Retirement: Benefits Overview

Butte June 3
8:30 a.m. - 4:30 p.m. \$99

New Employee Orientation

Helena June 4
8:30 a.m. - 4:30 p.m. \$58

Communication: Male-Female Communication

Helena June 9
8:30 a.m. - noon ♦ \$90

Communication: Win-Win Communication

Helena June 9
1 p.m. - 4:30 p.m. ♦ \$90

Exploring Emotional Intelligence

Missoula June 10
8:30 a.m. - 4:30 p.m. \$118

Communication: Coping with Angry Public

Helena June 11
8:30 a.m. - noon. ♦ \$90

Documenting Disciplinary Action

Missoula June 17
8:30 a.m. - noon \$90

WARM: Writing Administrative Rules

Helena June 18 - 19
8:30 - 4:30 (18th), 8:30 - 12 (19th) \$153

Effective Presentations

Helena June 25-26-27
8:30 - 4:30; 8:30 - 4:30; 8:30 - noon \$210

